

## Early Childhood Interagency Protocol Instructions

*This Early Childhood Interagency Protocol boilerplate outlines the minimal topics that should be addressed through annual joint planning between the Infant Toddler Program's Part C service delivery system (Regions) and the Local Educational Agencies (LEA or school district) serving children under Part B of the Individuals with Disabilities Education Act (IDEA).*

*Regions and districts will jointly review and update this content at least annually. The LEA will initiate annual document review and will submit an assurance of completion to the State Department of Education with their IDEA Part B and Preschool application in the fall of each year. Submission of the completed protocol will be required by 10% of districts annually for verification purposes.*

*Sections in italicized text outline minimum Federal and State policy requirements and may not be modified.*

*Text using Ariel font and formatted in boxes contains potential options and negotiation points and may be modified as agreed between the participants. Regions and districts may insert other jointly- agreed upon options for collaboration in any of the boxed fields. In addition, regions and districts may supplement this document with additional topical areas as needed.*

*All additions must be consistent with IDEA Part C and Part B regulations and support the goal of effective system collaboration promoting efficient, seamless service provision to eligible children and their families.*

## Early Childhood Interagency Protocol, Attachment B

*This Interagency Protocol represents a negotiated agreement between the following organizations:*

School District # _____	Infant Toddler Program, Region _____
Address _____	Address _____
Effective Dates: _____, 20____ to _____, 20 ____	
Effective Dates: _____, 20____ to _____, 20 ____	

### **Section A.**

*The parties recognize that transition is an ongoing, interagency process that explores options and provides information, support, and linkages. Joint planning between agencies is necessary to ensure a smooth and effective transition for children and their families.*

*To facilitate smooth transitions and to assure compliance with Federal and State regulations, the parties agree to abide by the terms outlined in the State Interagency Agreement. In addition they agree to utilize the guidance in the Idaho Special Education Manual and the Infant Toddler Program Implementation e-Manual and the Idaho Parts C and B Joint Policy/Guidance on Early Childhood Transition.*

### **Exchange of Information**

*Confidential information will be exchanged between agencies according to HIPAA, FERPA, and IDEA regulations and agency protocols.*

### **Community Resources/Contact Personnel:**

Agency	Name	Phone	Email: _____
District #			
IT Program			
Other			

### **Child Find Local Screening Activities**

*Screening is intended to identify children who may have a developmental delay or who would benefit from early intervention services or Special Education.*

*The Infant Toddler Program and local school district may agree to cooperate and share staff/facilities/and other resources as necessary to carry out Child Find and related screening/evaluation activities.*

Will the School District & Infant Toddler Program conduct separate or joint child find screening activities?

\_\_\_\_\_ Separate

\_\_\_\_\_ Joint

If joint, specify known details (e.g. dates, frequency, location, primary organizer, etc.):

### **B. Notification to State Educational Agency (SEA) and Local Educational Agency (LEA)**

*The Infant Toddler Program must provide notification to the SEA, which in Idaho is the State Department of Education and to the LEA (Local Educational Agency/School District) where the child lives.*

*Notification means the child is 2.6 years of age (or in some instances, between 2.3 and 2.9 years) and is potentially eligible for Part B LEA services at age three.*

*To accomplish this notification, the Infant Toddler Program will provide the SEA and LEA the parent's, child's, and service coordinator's name and contact information, the child's date of birth, and the family's primary language.*

*Please note: This Notification is a referral of potentially eligible children and requires specific follow-up activities by the LEA.*

*For children who enter Part C services after 2 years 6 month and prior to 45 days before age 3, written notification of the child will be provided to the SEA and LEA as soon as possible and in accordance with requirements based on the age of the child at program entry.*

*To Accomplish Notification to the SEA (State Department of Education), an electronic copy of the list of all potentially eligible children will be sent to the 619 Coordinator at the SDE on a monthly basis. The subject line should contain the DHW Region number, the month the notifications apply to. Please attach individual documents for each district being reported. This notification will be emailed to the following address: [InfantToddlerNotification@sde.idaho.gov](mailto:InfantToddlerNotification@sde.idaho.gov)*

To accomplish Notification to the LEA, the Infant Toddler Program will provide the LEA:

\_\_\_\_\_ A monthly list of children to each school district.

OR

\_\_\_\_\_ Individual letters for each child as needed rather than a monthly list. (This may be more appropriate for districts serving small numbers of transitioning children.)

Please describe how Notification will be managed over the summer months when the LEA is on break:

The people listed below will be responsible for ensuring Notification is shared in a timely manner and appropriate follow-up is completed for the family.

Agency	Name	Phone/FAX	Email: _____
Infant Toddler			
District # _____			

### **C. Development of IFSP Transition Plan**

*Discussion about the upcoming transition from Part C to other services will begin as the child approaches age two. At the 2.6 IFSP meeting (the meeting held in or near the month the child reaches 2 years 6 months of age), specific steps and services will be recorded to support the transition of the child and family to the LEA or other appropriate services.*

### **D. Transition Conference for Children Approaching Age Three**

*The transition conference will be scheduled by the Infant Toddler Program. This may occur as early as 2 years 3 months and must be completed no later than 2 years 9 months of age. Timing of the transition conference will hinge on the unique needs of the family and the complexity of needed transition-related activities.*

*Transition planning should occur for all children exiting the early intervention system. If a child with a disability is not potentially eligible, reasonable efforts should be made to hold a conference to discuss other appropriate service the child may receive.*

*The purpose of the conference is to assist the family to review the child's program options that may be available when the child exits early intervention. Examples include Head Start, child care centers, private preschool, community groups, Part B preschool, etc.*

*At a minimum, the transition conference must address and accomplish the following:*

- A review of the child's program options from the child's third birthday through the remainder of the school year.*
- Refinement of a transition plan for the child.*
- Connection to the LEA and/or another appropriate community partner.*

*The LEA must be invited to the transition conference if:*

- the family is interested in exploring services under Part B, and*
- the family provides consent to share information, and*
- the child is "potentially eligible" for Special Education services.*

*If applicable, the following information will be provided by the Infant Toddler Program to the LEA to assist with transitional activities:*

- *Existing Evaluations/Assessments*
- *Current IFSP*
- *Signed Authorization to Release/Exchange Information*

*The Infant Toddler Program will arrange for interpreters or accommodations for non-English speaking families if they are needed for the Transition Conference.*

<b>Transition Contacts:</b>  Please list the primary transition contact from each agency (if different from those listed above).  If requirements/contacts are not the same throughout the district, please list information separately for each school that has unique requirements. Also, note any contacts/requirements by school for children who need only speech services or services during the summer.				
<b>Agency</b>	<b>Name/Position</b>	<b>Phone # FAX #</b>	<b>Email: _____</b>	<b>Best Date &amp; Time</b>
District #				
ITP				
<b>Schools/Programs with different contacts for summer transitions should be listed below</b>				
District #				
IT Program				

Other information:

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### **E. Referral to Part B**

#### ***Late Entries to Part C***

##### ***Children entering Part C between 90 and 45 days prior to the child's third birthday***

*Children who are referred to the Infant Toddler Program between 90 and 45 days prior to the child's third birthday may have a simultaneous eligibility determination made for Part C and Part B. This will promote a smooth and timely transition to the next service delivery system and enable both agencies to meet required timelines. Joint or coordinated evaluation and plan development activities are encouraged to minimize duplication for both agencies and the families involved.*

Please mark the appropriate box for children referred to ITP between 90 and 45 days (late referrals) prior to the child's third birthday.

- ☐ ITP and the LEA will jointly evaluate/assess the child  
☐ ITP and LEA will each conduct separate evaluations/assessments  
☐ ITP will evaluate/assess the child and share results with the LEA.  
☐ LEA will evaluate/assess the child and share results with the ITP  
☐ Party responsible to complete Evaluation/assessment will be determined on a child-by-child basis.

If applicable, please document how programs will collaborate to serve this group of children regarding completion of evaluation/assessment and IFSP/IEP plan development.

### ***Children entering Part C within 45 days of the child's third birthday***

*Children who are referred to IT Program within 45 days of the child's third birthday will be referred immediately to Part B using whatever information is available on the child (basic demographic information). The child will not have an evaluation or IFSP developed. The child will be counted as a "new referral with no prior Part C services" in the Part B data collection system.*

### ***Summer Birthdays***

*State rules specify that school districts are not required to provide services when school is not in session for greater than 5 days. However, some timeline requirements remain in effect. As a result, timing around transition planning for children who turn three during the summer months must be adjusted to assure the transition conference is held prior to age 2.9 and an IEP is in place by age three.*

Please specify how children with transition conference or IEP due dates that occur during the summer will be addressed:

\_\_\_\_\_ ITP will schedule the transition conference before the end of the school year for all children with Notification issued in March, April or May. (These children turn 2 years 9 months in June, July and August, respectively. This is within the LEA's summer break, to meet requirements, the transition conference must be held prior to the summer break).

OR

\_\_\_\_\_ Transition conferences for children with Notification issued in March, April or May (those turning 2 years 9 months during the summer) will be scheduled as follows:

IEP meetings for children served by the Infant Toddler Program and who turn three during the school's summer break will be scheduled as follows:

## **F. Evaluation/Assessments to determine Part B eligibility**

*Assessment information should reflect the current functioning of the child. In determining how current an assessment shall be, the team should consider the needs of the child, the assessment tools used, and IDEA requirements for eligibility.*

*When determining eligibility, the LEA will review all available evaluation/assessment information including tests conducted by Part C if written parental consent has been obtained. The Infant Toddler Program will share existing evaluations but is not required to update or conduct additional evaluations to support Part B eligibility determination. If the LEA determines that additional assessment/evaluation is necessary to determine eligibility for Part B services, the LEA will conduct or arrange for needed assessment/evaluations.*

*Eligibility for Part B service is determined by the local school district prior to the child's third birthday. If sufficient information and personnel are present and required procedural safeguards have been met, an eligibility decision may be made at the Transition Meeting hosted by the Infant Toddler Program. If not, the decision will be made at a later time determined by the LEA. **The LEA will inform the Infant Toddler Program and the family regarding the child's eligibility status.***

Please list evaluation/assessment tools that are typically or most frequently completed by the IT Program to determine eligibility for early intervention services.	Please list evaluation/assessment tools that are typically or most frequently used by the District to determine eligibility for Part B services.
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<u>Infant Toddler Program</u>	<u>School District</u>
List other tools that may be used to support an eligibility decision.	List other tools that may be used to support an eligibility decision.
If applicable, please document/describe decisions regarding evaluation/assessment and/or exchange of information between programs.	

### ***Child Outcome Summary Form (COSF) and Anchor Assessment***

*If the child was served by the Infant Toddler Program for 6 months or more, the Anchor Assessment summary report and the Child Outcome Summary Form completed at exit will be shared with the LEA. The completed COSF will be provided to the district as soon as possible after Program exit and no later than 30 days following the child's third birthday. The LEA may use this information as entry COSF information or may elect to conduct additional assessment and/or score the child on the COSF.*

If practices in your area are negotiated differently than described above, please document the system for sharing child-outcome information across Programs.

### **G. IEP Development (or Adopting the IFSP with Modifications)**

*The LEA is responsible for developing an Individualized Education Plan (IEP) for all children who received services under Part C and have been determined eligible under Part B prior to the child's 3rd birthday.*

*The IEP team must include at least the parent, district administrator, special education teacher or service provider responsible for implementing the IEP, general education teacher, individual who can interpret implications of evaluation results and other individuals who have knowledge or special expertise regarding the child.*

*The IEP team, including the parent, will **develop an IEP or accept the IFSP**, which includes the IEP components. The district must consider the IFSP content, but are not required to use it as an IEP. If the district and parent agree to use an IFSP, the district shall provide the parent with a detailed explanation of the differences between an IFSP and an IEP and obtain written consent. If the IFSP will serve as the*



*initial IEP, the additional IEP components that must be included are transportation, statewide testing, ESY, LRE, annual goals, special considerations, etc.*

*Consent for Placement must be signed in conjunction with either acceptance of the education-related requirements on the IFSP or the development of the IEP.*

*The LEA will arrange interpreters or accommodations for non-English speaking families if they are needed for the evaluation, eligibility determination meeting, and IEP or IFSP modification meeting.*

**H. Additional Content**

Please document other agreements that have been negotiated between the LEA and the Infant Toddler Program. Content should clearly describe the agreement, who is responsible for implementation, and the agreed upon timeline. All additions must be consistent with policies and regulations for IDEA Part C and Part B.

## **SHARING RESOURCES**

*The LEA and Infant Toddler Program will make efforts to coordinate activities and collaborate with other community agencies and programs. Examples of resource sharing include: parenting classes, facilities, joint training of staff and parents, and professional development training opportunities.*

Please describe joint activities or resource sharing that is planned between the IT Program and the LEA:

## **Dispute Resolution**

*If there are concerns regarding compliance with this agreement, please address the issue directly with the individuals involved and if necessary, that individual's supervisor. If this does not satisfactorily resolve the concern, please alert the signers of this document to the concern.*

*All participating agencies agree to follow the dispute resolution process outlined the State Early Childhood Interagency Agreement or in the State Complaint Procedures for Part B and the Individual Child Complaint Procedures or Administrative Complaints Procedures for Part C in the Child and Family Safeguards notice.*

## **General Provision**

*This protocol becomes effective on the date signed by all parties and will be considered current through the date listed below (no longer than two years from signature date.)*

*This protocol will be kept current by all participating agencies. Contact names and information can be updated without a formal review by all parties, but updated information must be shared with all those listed in the Protocol document. The agreed upon provisions may be modified or changed upon a written amendment signed by all parties.*

*This protocol shall be jointly reviewed by all parties at least annually. Any party may initiate a review and propose revisions; however, the LEA has the responsibility to initiate the review of this protocol annually. An Assurance for Early Childhood Interagency Protocol shall be submitted with the District's IDEA Part B and Preschool application for funding in the fall of each year.*

## **Signature Section:**

**Agreement Effective Dates:** \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_

*(Agreement must be jointly reviewed annually and rewritten every two years.)*

<i>School District Signature</i>	<i>Date</i>	<i>Infant-Toddler Program Signature</i>	<i>Date</i>
Address		Address	
Phone		Phone	
Email		Email	

## **Documentation of Annual Review:**

This Protocol Document was jointly reviewed on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ No changes are needed at this time.

\_\_\_\_\_ The contact names/information have been updated.

\_\_\_\_\_ Protocol document was renegotiated and revised.

<i>School District Signature</i>	<i>Date</i>	<i>Infant-Toddler Program Signature</i>	<i>Date</i>
Address		Address	
Phone		Phone	
Email		Email	

Please Note: When updated, copies of this protocol shall be distributed to the following:

- Part C and Part B Administrators
- Early Intervention Specialist and/or Supervisors
- District Preschool Teachers